FAX NUMBER ON VACANCY POSTING

Effective February 26, 2010, fax numbers will display on vacancy postings. The fax number is pulled from the mailing address of the contact person's position.

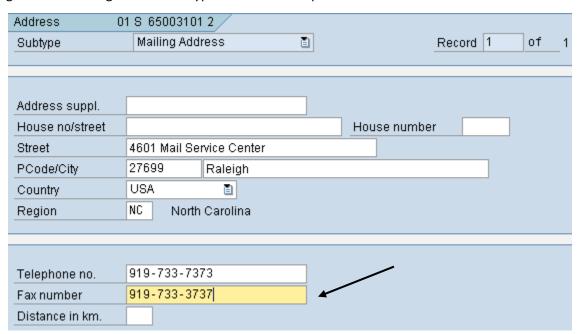
If you wish to receive faxed applications, please ensure the correct fax number is listed on IT 1028 - Address / Subtype – Mailing Address. These may be maintained via PO13.

If the Fax number field is left blank or if any data other than a 10-digit fax number is entered, **N/A** will display on the job posting.

Fax numbers you wish to store on the contact person's position that you *do not want* to display on vacancy postings may be kept on the Main or Courier Address.

When you go into IT 1028, the Main Address is displayed. To navigate to the Mailing Address, use the "next record" buttons

Changes to the Mailing Address Subtype for the contact person are made here:



NOTE: If a Mailing Address Subtype has not yet been created (and you want one), use the Create button to create it.